

To: «School_Coordinator_Fname» «School_Coordinator_Lname» |
 «School_Coordinator_Title» | «[School Coordinator Email](#)»
«School_Name» (SC: «State_School_ID») | Sampled Grade: **«Sampled_Grade»**

From: Ashley McGrath | NAEP State Coordinator | amcgrath@mt.gov | (406) 444-3450

Subject: «School_Name» NAEP Parent/Guardian Letter - Task 3

Dear «School_Coordinator_Fname» «School_Coordinator_Lname»,

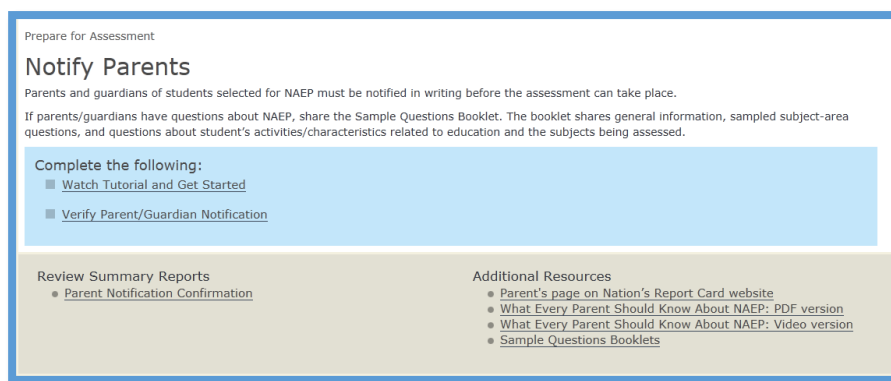
Thank you for serving as coordinator and liaison for the National Assessment of Educational Progress (NAEP) in your school. I would also like to express my appreciation to you for completing the first phase by registering your school and successfully completing the **Provide School Information** page on MyNAEP. The Office of Public Instruction has submitted «School_Name»'s grade «Sampled_Grade» student list using the state student information system, Achievement In Montana (AIM).

New this year, schools will participate in electronic pre-assessment visits and online Teacher and School Questionnaires. The first four *Prepare for Assessment* activities will be available on MyNAEP starting December 8th (i.e., Notify Parents, Update List of Sampled Students, Include SD/ELL Students, and Manage Questionnaires). In previous State NAEP assessments, Tasks 4-7 (shown below in Table 1) were covered in the on-site pre-assessment visit with NAEP representatives. These are the same tasks performed in NAEP 2013, however, instead of the in-person preassessment visit before the scheduled assessment date, these activities will be conducted on the MyNAEP restricted-use website. Below are the NAEP Activities Reminders and the expected deadlines for these tasks.

Task Number	NAEP Activities Reminders	Timelines/Deadlines
Task 1	Register for My NAEP	September 30, 2014
Task 2	Provide School Information	October 31 st , 2014
State submitted	Submit Student List	N/A
Task 3	<i>Prepare for Assessment:</i> Notify parents/guardians of sampled students	Now – 1 to 2 weeks before «Scheduled_Assessment_Date»
N/A	Student sample available to schools	December 8, 2014
Task 4	<i>Prepare for Assessment:</i> Update the list of sampled students	December 8 – Early January
Task 5	<i>Prepare for Assessment:</i> Include students in the assessment	December 8 – Early January
Task 6	<i>Prepare for Assessment :</i> Manage school and/or teacher questionnaires	December 8 – by the assessment date
Task 7	<i>Prepare for Assessment :</i> Submit a Current Roster of Students	January – within 5 weekdays of returning from winter break («Date_School_Returns_From_Winter_Break»)
Task 8	<i>Prepare for Assessment :</i> Support Assessment Activities <ul style="list-style-type: none"> Plan assessment day logistics Encourage participation and motivate students to do their best 	January – 1 week prior to «Scheduled_Assessment_Date»
N/A	Ensure a Faculty Member Remains in the Classroom	Assessment day («Scheduled_Assessment_Date»)
Task 9	Wrap Up	April/May

Table 1. The text strikethrough indicates the deadline has expired. Green text indicates these tasks are approaching. **Note:** It is important that teachers and students understand NAEP is a valuable tool to show the nation what our students in Montana know and can do.

The next «School_Name»'s School Coordinator responsibility is one of the most important. You will be sending out your Parent/Guardian Notification Letter to the parents/guardians of students who may/will be participating in the NAEP assessment (see Figure 1). **This MyNAEP section will be available to you starting December 8th.** Federal law requires that parents be notified that their child has been selected for the NAEP assessment and that student participation is voluntary. You will inform the NAEP representative and the MyNAEP website with how your letter was distributed to parents/guardians, the date it was sent, what revisions were made to the letter, and if all parents or only sampled students were notified of student participation in the NAEP assessment. **Without this copy, the assessment team cannot administer the NAEP assessment and a new assessment date will have to be scheduled.**



The screenshot shows a web interface for the 'Notify Parents' task. At the top, it says 'Prepare for Assessment' and 'Notify Parents'. Below this, a paragraph states: 'Parents and guardians of students selected for NAEP must be notified in writing before the assessment can take place. If parents/guardians have questions about NAEP, share the Sample Questions Booklet. The booklet shares general information, sampled subject-area questions, and questions about student's activities/characteristics related to education and the subjects being assessed.' A light blue box contains the instruction 'Complete the following:' followed by two links: 'Watch Tutorial and Get Started' and 'Verify Parent/Guardian Notification'. At the bottom, there are two sections: 'Review Summary Reports' with a link to 'Parent Notification Confirmation', and 'Additional Resources' with four links: 'Parent's page on Nation's Report Card website', 'What Every Parent Should Know About NAEP: PDF version', 'What Every Parent Should Know About NAEP: Video version', and 'Sample Questions Booklets'.

Figure 1. Notify Parents - Task 3

To familiarize yourself with the online process, here is the **Notify Parents/Guardian** state resources:

- Parent/Guardian Notification "How-to" Tutorial, [click here](#).
- **Montana's Parent/Guardian Notification Letter**, [click here](#).
- Parent/Guardian Notification Checklist, [click here](#).
- MyNAEP Notify Parents/Guardians step-by-step instructions, [click here](#).

In December, the NAEP representative responsible for administering NAEP in your school will contact you to discuss how to complete the tasks under the **Prepare for Assessment** menu and to schedule your pre-assessment review call.

Please know that I am here to provide assistance and answer questions. I look forward to collaborating with you to ensure the successful administration of NAEP 2015! If you have any questions or concerns, please contact me. You can reach me during normal working hours at **406.444.3450** or amcgrath@mt.gov.

Sincerely,

Ashley McGrath, NAEP State Coordinator
Montana Office of Public Instruction
Measurement and Accountability Division
PO Box 202501
Helena, MT 59620-2501
Monday-Friday 8:00 am- 4:30 pm

NAEP Webpage: <http://opi.mt.gov/Reports&Data/NAEP.html>

NAEP Wiki: <http://opi.mt.gov/groups/montananaep/>

NAEP Help Desk via e-mail (naephelp@westat.com), phone (1-800-283-6237), or **Live Chat**. The NAEP Help Desk is staffed Monday through Friday between 8 a.m. and 5:30 p.m. ET. **MyNAEP Tutorials** are available under the "Help" page of www.mynaep.com.